

List of Program Partners

**Aiken Area Council
on Aging**
803-648-5447

**BCD Council
of Governments**
843-529-0400

BCD RTMA
843-899-4096

**Beaufort County
Airports**
843-470-2739

Central Midlands RTA
803-255-7133

Charleston Area RTA
843-724-7304

**Charleston County
Aviation Authority**
843-767-7000

City of Anderson Transit
864-231-7626

**City of Spartanburg--
Sparta Transit**
864-596-2026

COAST Waccamaw RTA
843-488-0865

**Columbia Metropolitan
Airport**
803-822-5018

**Fairfield County
Transit System**
803-635-6178

Generations Unlimited
803-541-1249

**Greenville Transit
Authority**
864-467-2776

**Greenville-Spartanburg
International Airport**
864-848-6272

**Myrtle Beach
International Airport**
843-448-1580

Lowcountry RTA
843-757-5782

Lower Savannah COG
803-649-7981

**Florence Regional
Airport**
843-669-5001

Pee Dee RTA
843-665-2227

Santee Wateree RTA
803-934-0538

**SC Dept. of Commerce
Division of Aeronautics**
803-896-6281

**SC Dept. of
Transportation**
803-737-1372

**Spartanburg County
Transit System**
864-595-2710



To obtain additional information regarding the DBE Program, please contact the office or visit the web site at: www.scdot.org

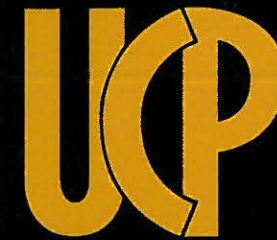
**Office of Business Development and
Special Programs**
PO Box 191

Columbia, SC 29202-0191
Telephone: (803) 737-1372
FAX: (803) 737-2021

Our web site provides a variety of information about the program, including:

UCP Directory
Program Partner List
DBE Certification Applications
Certification Update Applications
Information Request Form
DBE Payment Quarterly Report Information

Last revised on 10/16/09



**UNIFIED
CERTIFICATION
PROGRAM**

**South Carolina Department
of Transportation
Guide to DBE Certification**

The South Carolina Unified Certification Program (SCUCP) implements and manages a "One-Stop-Shopping" certification process which was developed under a mutual agreement between all participating federal recipients in accordance with Code of Federal Regulations (49 CFR 26). The SCUCP simplifies the Disadvantaged Business Enterprise (DBE) certification process by eliminating the need for DBE applicant businesses to attain multiple certifications. Applicants certified by the SCUCP are recognized by federal recipients, including: the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), and the Federal Transit Administration (FTA). SCUCP certification does not apply to Small Business Administration (SBA) certification programs. Applicants currently certified with SBA as a small business under the 8(a) or Small Disadvantaged Business Programs (SDB) may also request DBE certification. Applications for the DBE Program are available from the South Carolina Dept. of Transportation (SCDOT), **Office of Business Development and Special Programs, 955 Park Street, Columbia, SC** or the SCDOT website at <http://www.scdot.org>. Completed applications, along with all requested documentation, can be mailed to: **SCDOT, Office of Business Development and Special Programs, P.O. Box 191, Columbia, SC 29202.**

DBE Applicants Must Meet The Following Criteria:

- * business status, size standards
- * social & economic disadvantage
- * ownership
- * independence
- * management and control

ELIGIBILITY REQUIREMENTS

The following conditions are guidelines for applicants requesting DBE Certification. A complete list of eligibility requirements can be found in Title 49, Part 26 of the CFR.

Business Status. The applicant firm must be an existing "for profit" business. It must also meet the federal definition of a small business based on its primary North American Industry Classification System (NAICS) code, as described by the Small Business Administration (SBA), and must not exceed the small business size standard established for its particular line of work (13 CFR 121).

Social and Economic Disadvantage. Applicants must be US citizens (or resident aliens) and meet the federal definition of socially and economically disadvantaged as defined in 49 CFR 26.67. Presumptive groups include women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, or other minorities found to be disadvantaged by the SBA. Individuals who can demonstrate social and economic disadvantage on an individual basis may also qualify. Personal net worth of a disadvantaged owner cannot exceed \$750,000. (This does not apply to FAA concessionaires.)

Business Ownership. Disadvantaged owners must hold at least 51% ownership in the firm and must control the day-to-day operation and management of the business. The contributions of capital or expertise by the socially and economically disadvantaged owners to acquire their ownership interests must be real and substantial, and go beyond "pro forma" status.

Control. A qualified owner must possess the ability to control the day-to-day operations of the firm. In addition, the applicant must have an overall understanding of, as well as managerial and technical competence and experience directly related to the firm's type of business.

Independent. Only an independent business may be certified as a DBE. An independent business is one whose viability does not depend on its relationship with another firm or firms.

THE CERTIFICATION PROCESS

Submitting the Application

A completed application and supporting documentation demonstrating eligibility must be submitted to the Office of Business Development and Special Programs. Applications are processed in the order received and generally take up to 90 days to review. The review process begins upon receipt of the completed application and all necessary documents. If firm is currently certified in the SBA or SDB programs, the applicant may submit a copy of the SBA application in lieu of the SCUCP application along with supporting documents.

Out-of-state applicants must possess certification in their home state prior to applying for the SCUCP.

Determining Eligibility

Disadvantaged owners located within SC are interviewed in person during the on-site review and inspection conducted by SCDOT. After the interview, the DBE representative prepares a summary that is used to determine whether the firm meets the eligibility requirements for DBE certification.

If a firm is awarded certification, it becomes eligible for participation as a DBE on transportation-related contracts. Certified work areas and information about the firm is placed in the SCUCP DBE Directory posted on SCDOT's website. If a firm is denied certification, it will be notified in writing. The notice will include information regarding the denial as well as procedures for filing an appeal. Denied firms must appeal directly to the South Carolina Administrative Law Judge Division or the US Department of Transportation.

Updating Certification

All firms must continually meet the eligibility standards as described in 49 CFR 26 in order to maintain certification. Therefore, all certified DBE firms are required to resubmit information pertaining to firm ownership, management, revenue, personal net worth, tax documents and other pertinent information on an annual basis.